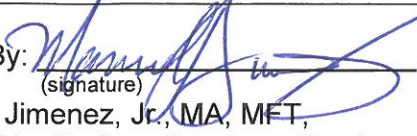
	Approved By:  <small>(signature)</small> Manuel J. Jimenez, Jr., MA, MFT, Behavioral Health Care Services Director Date: <u>6/30/14</u>
POLICY: Primary Prevention AOD, Submission of Data through CALOMS AUTHOR: Tracy Hazelton, MPH, Prevention Coordinator Reviewed by Executive Committee and recommended for approval by BHCS Director: Date <u>6/30/14</u> initials <u>[initials]</u>	Date Revised: _____ Policy No.: _____

POLICY: To establish a procedure to ensure compliance in the quarterly submission of CalOMS Prevention Service activities, as required by 45 CFR, 96.121, 45 CFR 96.125, ADP Bulletin 05-04, and ADP Bulletin 06-06

PROCEDURE:
 Upon providing or participating in a Prevention service or activity, data on this activity will be correctly entered into Cal OMS.

PERSON RESPONSIBLE: Local agencies contracted to provide Primary Prevention Services
Action: Each contracted provider will develop a set of internal procedures in order to ensure that their service data is accurately entered into the Cal OMS Pv database on a regular basis.

PROCEDURE:
 At the end of each month Prevention service data (programmatic and fiscal) will be checked for compliance.

PERSON RESPONSIBLE: County Prevention Coordinator
Action 1) At the end of each month the County Prevention Coordinator will review a small number of data entries, in Cal OMS Pv, by contracted providers, to ensure that duration of service, CSAP strategy and IOM classifications are in alignment with the prevention service activity descriptions.
Action 2) If it's found that any data entries have not been entered correctly the Prevention Coordinator will contact the provider to discuss the inaccurate entry(s), provide TA and request the entry(s) be corrected within a week.
Action 3) The Prevention Coordinator will then review the revised data entries for accuracy.

PERSON RESPONSIBLE: County AOD Fiscal Staff
Action 1) County fiscal staff will review service duration hours each month when preparing payment to each contracted prevention provider. Service duration hours will be based on the Cal OMS report Service Duration by Program. It is required that this report be attached to each providers monthly invoice.
Action 2) Upon fiscal review if there are any questions the fiscal staff contact the prevention coordinator to discuss the issue.
Action 3) If the issue is resolved with information from the Prevention Coordinator fiscal staff process the invoice.


PROCEDURE: A prevention provider meeting will take place every other month where Cal OMS will be a standing item on the agenda.

PERSON RESPONSIBLE: County Prevention Coordinator
Action 1) Every other month the Prevention Coordinator will facilitate a meeting for prevention providers in which Cal OMS Pv will be a standing item, so new information and TA can be provided about data entry into Cal OMS.

PROCEDURE: At the end of each quarter Prevention service data (programmatic and fiscal) will be checked for compliance and released to the State within 30 days of the previous quarter ending.

PERSON RESPONSIBLE: County Prevention Coordinator

POLICY: Primary Prevention AOD Data Submission through CALOMS	DATE APPROVED: <u>6/30/14</u>	PAGE NUMBER: <u>1</u> of <u>2</u>
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	Approved By: <u>Manuel J. Jimenez, Jr.</u> (signature) Manuel J. Jimenez, Jr., MA, MFT, Behavioral Health Care Services Director Date: <u>6/30/14</u>
POLICY: Primary Prevention AOD, Submission of Data through CALOMS AUTHOR: Tracy Hazelton, MPH, Prevention Coordinator Reviewed by Executive Committee and recommended for approval by BHCS Director: Date <u>6/30/14</u> initials <u>TH</u>	Date Revised: _____ Policy No.: _____

Action 1) At the end of each quarter the County Prevention Coordinator will review data entries by contracted providers to ensure that duration of service, CSAP strategy and IOM classification are in alignment with the prevention service activity description.

Action 2) If it's found that any data entries have not been entered correctly the Prevention Coordinator will contact the provider to discuss the inaccurate entry(s), provide TA and request the entry(s) be corrected within a week.

Action 3) The Prevention Coordinator will then review the revised data entries for accuracy and submit data to the State.

PERSON RESPONSIBLE: County AOD Fiscal Staff

Action 1) County fiscal staff will review service duration hours on a quarterly basis through a provider submitted quarterly fiscal report.

Action 2) Upon fiscal review if there are any questions the fiscal staff contact the prevention coordinator to discuss the issue.

Action 3) If the issue is resolved with information from the Prevention Coordinator fiscal staff process the invoice.

Action 4) If the issue is not resolved the Prevention coordinator will ask the program contract manager to work with the fiscal staff and the provider to resolve the issue, which may include clarifications and TA.